



# ASOTIN COUNTY HEALTH DISTRICT

102 1ST STREET - P.O. BOX 306 - ASOTIN, WASHINGTON 99402  
 (509) 243-3344 - FAX: (509) 243-3345 - www.ac-hd.org

**Asotin County Local Board of Health Meeting  
 September 28, 2015 at 1:00 PM  
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Brian Shinn, George Nash, Vikki Bonfield, Kathleen Warren, Jim Fuller (Vice Chair)

Absent:

ACHD Staff: Brady Woodbury, Sundie Hoffman, Phil Hagihara

Public: Brian Schaefer, Mark Haugen, Pat Jensen

Board Meeting was called to order by Jim Jeffords @ 1:00 PM

Issue / Concern	Discussion	Follow-up / Action
<b>Minutes Approval</b>		
Approval of the 8-28-2015 BOH minutes	George Nash Motion to approve the BOH minutes of August 24, 2015. Kathleen Warren 2 <sup>nd</sup> . Motion passed unanimously Discussion-	MOTION
<b>Financial Report</b>		
2015 Financials	Administrator presented: <ul style="list-style-type: none"> <li>• July 2015 Financials</li> <li>• Transaction Report for July 2015 – for Board Approval &amp; Signature.</li> </ul> Brian Shinn Motion to accept financials and transaction report as presented. Jim Fuller 2 <sup>nd</sup> . Passed unanimously with further discussion:	MOTION
<b>Program Statistics</b>		
Agency Stats	Administrator routed year to date stats. Discussion  WIC numbers increased for the first time this year. Discussion on how to get the WIC numbers up and the amount of people who may be eligible for our services. Loss of clients is not substantial due to move but statistically significant.	
<b>Unfinished Business</b>		
Imms program updates and Plans	Health District has fully transferred vaccine program to TSMH. ACHD gave all our State supplied Children vaccines that were in our possession to Tri-State with the blessing of the state. . Additionally, ACHD has provided all Adult vaccines to TSMH to administer as needed, and is allowing for TSMH to use equipment	



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	<p>owned by ACHD in administration of the Immunization Program. If TSMH no longer has a need for the items, they will be returned to ACHD for storage or disposal, as needed.</p> <p>Not all funding for immunization oversight program is covered by immunization funds from the state. Only about 25% of the cost of administering the oversight program are state-funded; the remaining amount comes from limited flexible funding options/combinations.</p>	
<p>Health Officer Contract</p>	<p><i>There is still some possible interest in the Health Officer position from a local DO.</i></p> <p><i>Still pending discussion, physician is still open and considering the idea. Another resource may be to call the Whitman Health Officer to oversee our program. ACHD Administrator is keeping the deadline in perspective through the end of October</i></p>	
<p><b>New Business</b></p>		
<p>OSS</p>	<p><i>Phil gave presentation on drain field replacement areas and failing drain fields with lack of area to put a new drain field. County is running into a heightened population of homes that are running out of space.</i></p> <p><i>The options once space is gone WAC 246-272a-0280</i></p> <ol style="list-style-type: none"> <li><i>1. Repair of Failures</i></li> <li><i>2. Connect to public sewer or a public/private owned LOSS Large On Site Septic System).</i></li> <li><i>3. Holding Tank Systems, State Discharge Permit (NDPS), abandon Property.</i></li> </ol> <p><i>Drain field area cannot be reused once failed. Prices for pumping septic tanks are \$325.00 - \$375.00 per septic system pumping, with a possibility of a home needing pumping several times a week</i></p> <p><i>Discussion on where the current sewer lines are located.</i></p> <p><i>What are we going to do when the drain fields are no longer feasible are we going to allow holding tanks? How are we going to interrupt holding tank- <u>ONLY as an emergency / last resort.</u></i></p> <p><i>If a homeowner builds over their replacement fields they need to disclose this with the title of the house.</i></p> <p><i>Shinn do we need an ordinance to do this?</i></p> <p><i>When do we require this disclosure? When do we require disclosure on the title – At the earliest possible time when they want to build a structure, anytime a drain field fails, or anytime that there is only one drain field area left. Reflecting the life span of drain fields. With the goal to protect the buyer and seller of property.</i></p> <p><i>Would like PUD to come in and give input on sewer plans and capabilities at future BOH meeting.</i></p>	
<p>Public input</p>	<p><i>Gray water systems are extremely expensive.</i></p> <p><i>Pat Jensen concern with adding drive way that is reserved for future drain field. Results from ALLWEST Testing and Engineering tested compaction of soil presented.</i></p>	



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	<p><i>Requesting to put drain field in an unprotected area. Area has to be treated as if septic is already in use. If they built the area up with the fill dirt acting as a bridge with the idea that if the drain field actually fails they will remove fill dirt and build an actual structured bridge is the proposal of Mark Haugen. The BOH does not have authorization to change the RCW. This has to be changed at the state level. The recommendation is that a structural bridge be built over the reserve drain field area before building approval.</i></p>	
Credit Card Policies	<p><i>With the audit we have been informed we are required to have a credit card policy. We only have two credit cards that the ACHD uses. Presentation by Brady of the three forms that are being adopted to fulfill this requirement for policy and procedure. Kathleen Warren motion to approve the Credit Card Policy as submitted Brian Shinn 2nd motion.</i></p> <p><i>Discussion: Finance Administrator is Pro Accountant +. The policy needs to be redrafted to reflect administrator or administrator's appointee rather than finance administrator. In sections 3.1.3, 3.2.1 both first and second paragraph. Kathleen Warren Motion to amend Credit Card Policy and Procedure as recommended above Brian Shinn 2<sup>nd</sup></i></p>	
ACHD & Asotin County Sheriff Office	<p><i>Solid waste complaint; The complaint process: Complaint goes to sheriff they recommend they contact ACHD, we investigate document solid waste, and write letter to owner with reference code and ordinance. ACHD has no further recourse or authorization to fine property owner.</i></p> <p><i>The Sheriff can fine the public. Suggestion that we meet with Asotin County Sheriff's Office to define roles.</i></p> <p><i>Funding request letters sent to City of Asotin and City of Clarkston</i></p> <p><b><i>Blue Mountain Heart to Heart contacted ACHD to participate with them in a grant for needle exchange program. Should we apply for the grant to partner with this program? Would the program be specific to our needs in the county? It is hard to disseminate where the clients would come from Fuller made motion that we have the Director collect records of cost and apply for those costs. Shinn seconded motion to pursue needle exchange program.</i></b></p>	
<b>Announcements and Reports</b>		
<b>Scheduled Meetings</b>		
October 26, 2015 Board of Health Meeting	Scheduled for October 26, 2015 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 2:48 PM. After all agenda items discussed. Jim Jeffords announced adjournment	



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